

Library Code of Conduct Policy

Approved by the Board of Trustees June 24, 2015/rc

Emporia Public Library is committed to providing high quality service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access (a person's right to use a library should not be denied or abridged because of origin, age, background, or views); and accurate, unbiased, and courteous responses to all requests.

This code extends to the users of the library themselves. All share a responsibility as well to honor a highly principled code of conduct toward fellow library users and toward the employees and volunteers providing these vital services to the community.

Our library seeks to serve its function as a place of education, information, recreation and quiet reflection within the community while also functioning as a workplace for library employees. Activities and behaviors that are disruptive, that unreasonably interfere with another patron's use and enjoyment of the library, and that are detrimental to the health, safety and welfare of patrons and staff and to the efficient operations of the library for the benefit of its patrons, are not permitted. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working at the Emporia Public Library.

Levels of Enforcement. Without limitation, various prohibited activities and behaviors are delineated below. Any library staff member is authorized to issue informal warnings regarding such conduct. The Library Director or delegated Library Supervisors are authorized to enforce this code and will do so in a reasonable, courteous but firm manner in one of two ways.

A. Progressive Enforcement. Certain activities and behaviors will be subject to progressive enforcement as follows:

- 1) Warning
- 2) Expulsion from all library grounds for remainder of day
- 3) Suspension from all library grounds for one month
- 4) Suspension for one year and/or permanent ban from all library grounds

B. Immediate Suspension and/or Permanent Ban. Certain activities and behaviors constitute contact with and enforcement by the Police Department or otherwise constitute an immediate and more serious threat to the welfare of the library staff and its patrons, and for which the Library Director and/or delegated Library Supervisors are authorized to immediately impose a suspension of one month, one year or permanent ban of an individual from all library grounds.

Reporting Conduct. Any patron or staff member who witnesses or is a victim of such conduct should immediately inform staff so that this policy can be enforced by a library supervisor or, if necessary, so the police can be called. In some cases, witnesses or victims will be asked by library staff for detailed accounts and personally identifiable information, or need to be available for interviews with the police department.

Notice and Appeal. Notice of suspension from the premises (No Trespass Notice) shall be delivered to that person by personal service or by United States Mail. Notice of permanent ban shall be in the form of a written stay-away notice and shall be delivered to that person by personal service or by mail addressed to that person's last known address. Failure to abide by such notice of suspension or permanent ban shall constitute trespass.

Appeals of suspension may be made to the Library Director who is authorized to reverse, modify, impose temporary restrictions, or affirm the original decision.

Prohibited Conduct. In order by level of enforcement, various actions and behaviors include but are not limited to the following:

Progressive Enforcement	Immediate Suspension and/or Permanent Ban
Disruptive talking or other noise inconsistent with the intended use of the area	Engaging in any activity in violation of Federal, State, local or other applicable law
Running, pushing, shoving or throwing	Fighting, physical threats or abuse to self or others
Abusive or foul language	Threatening language
Misuse of library furnishings, elevator, equipment or materials	Destructive abuse of Library furnishings, equipment or materials
Sleeping on floor, furniture or grounds	Being under the influence of alcohol/illegal drugs or selling, using, or possessing same
Uncovered drinks. Food at a computer.	Intentionally causing a false fire alarm
Smoking or using tobacco products, including e-cigarettes outside of the library in a designated <i>non-smoking</i> area. Littering by not using designated means of disposal for butts.	Smoking or using tobacco products including e-cigarettes inside the library
Entering the library barefooted or without a shirt, or being otherwise attired so as to be disruptive to the library environment	Bringing firearms or other weapons onto library property. Under the provisions of the Kansas Personal and Family Protection Act (Senate Substitute for House Bill 2052), licensed citizens may carry concealed handguns.
Demonstrations, solicitations or petitions, except in designated areas and approved by the director	Theft and/or attempted theft of library property or the property of patrons and staff
Excessive public display of affection	Engaging in sexual activity, offensive touching or indecent exposure
Congregating or otherwise hindering passage in aisles, exits, entrances, or high traffic areas	Photographing others without their consent or as authorized
Abuse of computer procedures and privileges	Destructive or illegal use of computers and/or Internet
Leaving personal belongings unattended	Trespassing in nonpublic areas
Littering, bringing in articles with a foul odor, or items that cannot be placed immediately beside oneself and would impede the use of the library by others	Use of restrooms for bathing or laundry purposes
Staring or uninvited conversations to the point of annoyance	Stalking or intimidation
Offensive bodily hygiene so as to constitute a nuisance to others	Panhandling
Using audible devices without headphones or with headphones set at a volume that disturbs others	Being in the library without permission of an authorized library employee before or after library operating hours
Using cell phones and other communication devices in a manner that disturbs others	Trespassing after previous suspension or ban
Neglecting to provide proper supervision of children. Also see library Unattended Child Policy.	
Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized	
Roller skating, skate boarding on library property, parking bicycles in non-designated areas	